

Appendix IIIB

FIRE EMERGENCY PLAN

St Andrew's Psalter Lane Church

Fire Safety Housekeeping

Fire doors are designed to prevent the spread of fire and poisonous smoke, and to provide people with protected routes to safety or safe haven in the event of fire. **DO NOT WEDGE FIRE DOORS OPEN**, or store combustible materials in corridors or on stairs.

Users of the premises **must familiarise** themselves with the location of all **fire exits, fire alarm push-buttons, fire extinguishers** and the **Fire Assembly Point**.

For events involving **more than 20 people**, make everyone aware of the safety and evacuation procedures by making an announcement before the event. The emergency exit signs should be illuminated and **all eight main doors should be unlocked**. Emergency egress is via the main entrance and the emergency exits near the grand piano and the kitchen. These **emergency exits should be unlocked** before the event and then locked again at the end.

DISCOVERING A FIRE – WHAT YOU MUST DO

- **RAISE THE ALARM** – Shout 'FIRE, FIRE, FIRE!' and operate the nearest fire alarm push-button to warn everyone in the building that there is a fire.
- **IF YOU SUSPECT A FIRE, SOUND THE ALARM**. Do not search for the seat of the fire. Only the Fire Brigade should do that – particularly where this involves opening doors when the fire is suspected to be behind them. If there is smoke in the corridor, stairwell etc. then you have already found the fire and it is time to **RAISE THE ALARM!**
- **CALL THE FIRE BRIGADE**
DO NOT DELAY in summoning the Fire Brigade. Call from a place of safety. Dial 999 and inform them of the location of the fire. The address is **St Andrews Psalter Lane Church, 31 PSALTER LANE, SHEFFIELD S11 8YL**.
- **ATTEMPT TO FIGHT THE FIRE (if safe to do)**
Prompt use of an appropriate fire extinguisher can prevent a major incident. If you encounter a fire then only use a fire extinguisher if it safe to do so, and if you know how to use one. **Leave as soon as the extinguisher has emptied or if the fire is getting bigger!**

REMEMBER:

- **SOUND THE ALARM**
- **CALL THE FIRE BRIGADE**
- **ENSURE YOU HAVE A SAFE ESCAPE ROUTE**
- **USE THE CORRECT TYPE OF EXTINGUISHER**

EVACUATION PROCEDURE ON HEARING THE ALARM

- **Leave the building immediately, do not wait to be told and do not attempt to collect personal belongings.**
- **If possible**, switch off electrical appliances and close all doors and windows behind you.
- **Move swiftly but calmly to the nearest Fire Exit**, (look for the 'Running-Man' signs)
- If you find **smoke or fire** blocking your route then go a different way
- **Do not** block exits
- **Go to the Fire Assembly Point** (Grass area adjacent to Cherry Tree Road) and keep entrances and Car Park clear for the Fire Brigade.
- **Wait for instructions** from a responsible person (e.g. Steward, Warden, Person discovering Fire)
- **Do not go back into the building** until you are told to do so by the responsible person or the Fire Brigade Officer in-Charge.

Helping Elderly People, Children and Visitors unfamiliar with building, for example concert attendees:

- **Adults** in charge of children and responsible for elderly people **must** escort them from the building
- **Do** escort visitors and members of the public unfamiliar with the building
- **Do** assist anyone with mobility difficulties
- If there are disabled or injured people or others who are unable to leave the building then tell the Fire Brigade exactly where they are (floor, room or stairwell)

Special arrangements for High Risk Events

Responsible persons must be appointed for special events (e.g. Christingle Service, concerts) where there is a greater risk of fire to act as fire watch and to supervise evacuation. Such events should be preceded by a safety announcement.

Fire Assembly Point

The fire assembly point is situated on the grassed area to the Cherry Tree Road side of the church. **Keep** the car park clear for emergency vehicles.

April 2025